

## **Policies and Procedures – DRAFT**

### **Recruitment of Students**

In order to ensure sufficient notice of this educational opportunity is made to eligible students throughout the area, the following activities will take place:

1. Application and recruitment materials will be posted on the project website.
2. The project will contact former graduates and site mentors about the opportunity, application, process, and forward recruitment materials. Potential candidates who have already expressed interest or recommended others to apply, will also be contacted.
3. Recruitment material and regular communication will be maintained with:
  - Area Tribal Community Colleges (Little Priest Tribal College)
  - Area School Districts and Title VII programs, including the target districts in Macy, Walthill, Winnebago and Santee/Niobrara
  - Nebraska Commission on Indian Affairs
  - Omaha Public Schools Indian Centered Education Program
  - Lincoln Public Schools Federal Programs/Indian Education Liaisons
  - Nebraska Department of Education
  - UNL's Admissions and Recruitment Office
4. Informational and application technical assistance meetings will be scheduled for interested applicants in the schools/communities of Macy, Walthill, Winnebago, Santee/Niobrara, Omaha and Lincoln.

### **Admission Policies**

Students interested in joining the project must follow a step-by-step process that starts by completing the initial ROOTS Application and the OneSource Criminal History Check required by the College of Education. The GPA requirement for Admissions into teacher education is 2.5 GPA.

In the application, prospective awardees will respond to several questions indicating their prior work with the Indigenous community and Tribal reservations, and their interest in teaching Native children. The application also requires three letters of support, official college transcripts, a signed Oath of Honesty, as well as other information required by UNL. A project review committee reads and rank each candidate's commitment to teaching in schools serving American children as evidenced in their application.

Each application submitted will be reviewed in aggregate by a group of community members and project staff. The project review committee consists of representation from the project, the college, target school districts, a program graduate, and the tribal communities/community colleges. A project review team will be identified and convened in each target community. Each application will be evaluated using UNL Admissions requirements and potential participants will be notified of their acceptance into the program. Acceptance is contingent upon the student's signing of

the Payback Agreement. Students not accepted into the program will be notified, and will no longer be considered for the project.

Once notified of acceptance, the student follows the UNL Admissions process for transfer students outlined at this link/URL – <http://admissions.unl.edu/apply.aspx#apply-now/transfer>  
Admissions and project staff will assist applicants in completion of UNL Admissions.

**STEPS:**

- 1) Complete and submit the Project Application, including transcripts, letters of support, essay, etc.
- 2) Complete the OneSource Criminal History Check requirement (turn in receipt for reimbursement).
- 3) Notification of Acceptance/Non-Acceptance is sent to applicant
- 4) Applicants complete the UNL Admissions process

The steps involved, as well as the application, can also be found on the project website. The project website is: <http://cehs.unl.edu/roots/>

**Payback Agreement**

Individuals receiving assistance under the Office of Indian Education Professional Development program are required to:

- 1) Sign a Payback Agreement, at the time of acceptance/admissions, to meet the provisions of the payback requirement; and
- 2) Perform work related to the training received and that benefits Indian people; or
- 3) Repay all or a prorated part of the assistance received.
  - The period of time required for work-related payback is equivalent to the total period of time for which training was actually received under this program.
  - The cash payback required shall be equivalent to the total amount of funds received and expended for training received under the program and may be prorated based on any approved work-related service the participant performs.

A copy of the Payback Agreement form to be signed by the student is included, along with this document.

See also the Project Handbook.

**Monthly Stipend**

A living stipend of \$1,300 each month is provided for each undergraduate or initial certification student who is enrolled full time, and employed no more than 20 hours/week. This stipend is distributed on the 1<sup>st</sup> of every month through each

participant's corresponding Site Mentor who is identified in each school district/community served.

See also the Project Handbook.

### **Fees**

The following fees are paid for and/or reimbursed by the project:

- Application and new student admissions fees allowing acceptance into project
- Required basic skills test fees
- Livetext fees
- Fingerprint fees
- Distance education fees
- Graduation application fees
- Licensing fees
- Criminal History Check fees

Library fines, printing costs that exceed term allowances and parking tickets that students incur will not be paid by the program.

See also the Project Handbook.

### **Academic Planning and Support**

Every student is expected to know and comply with all academic rules and policies of the University. Students are responsible for knowing the requirements and procedures for the certificate or degree being pursued and are encouraged to review the *Bulletin*, the definitive source for policies and procedures.

The IRTE program for undergraduates and students seeking initial certification is available on the project website at: <http://cehs.unl.edu/roots/>. It is also available through project staff and through the College's advising office. (Departments can set more rigorous standards than the University and can be expected to have additional degree requirements beyond those listed in the *Bulletin*.)

Graduate Studies (OS) is the principal office for students, faculty and staff regarding additional certification, graduate and degree requirements, degree status, petition procedures, and academic standing. Faculty advisors are identified to work individually with each participant who is selected/desires to seek additional certification in Education, ELL or Special Education as graduate student(s).

### **Periodic Assessment and Feedback**

Together with the student's school cohort advisor, project staff (including site mentors) will respond to student questions raised during their enrollment and provide feedback and suggestions for meeting challenges they face. Staff will periodically check in with students and instructors and keep documented notes on

needed follow-up to determine whether or not the student was able to resolve identified issues, or is in need of other resources. A mid-term check is also conducted every semester and progress reported to individual students.

The project also developed the following program-specific procedures and requirements to help students understand their responsibilities and rights.

### **Academic Policies**

Every student is expected to know and comply with college academic rules requiring all admitted certificate and degree students to maintain good academic standing during their program. Good academic standing is defined as maintaining a cumulative graduate GPA of 2.50 or higher for all credits earned at college, and maintaining a C+ or better in required Methods/Education coursework.

### **Coursework completion**

If a student receives an incomplete in any course, they must complete their course requirements to change the grade as soon as possible to ensure that they are able to continue in their field of study. Students receiving an Incomplete in any course are responsible for initiating the conversation about the incomplete grade, and follow up, with the Instructor. (Instructors vary in offering Incompletes... some do not allow Incompletes, making it important to follow up with the instructor as soon as possible.) Incompletes in required Methods and Education courses must be completed, with grades showing on the record, before the participant is allowed to register/participate in Student Teaching.

### **Criminal History Check Requirements**

UNL's College of Education and Human Sciences requires all applicants for the teaching program to complete the Criminal History Check upon admission into the program. Participants/students are also required during each semester the student enrolls in a Practicum or Student Teaching semester, which could be up to five semesters depending on the student.

In addition to criminal convictions, other non-criminal behaviors which involve risks that are unacceptable for teachers and the children charged to their care; demonstrate a lack of professionalism and good judgment; and evidence a disregard for one's personal reputation, the integrity of the College and the teaching profession, may bring into question a student's ability to be successful in an education career. Before engaging in such questionable behavior, students must consider how the College, the profession, educational employer, parents of school-aged children, and the community of Nebraska, would perceive or evaluate the impact of that behavior with respect to the students' ability to serve children. Teaching is a profession that requires its candidates to be individuals of the highest integrity.

For more information, please see the website for the College's website related to the Criminal History Check requirement: <http://cehs.unl.edu/cehs/cehs-criminal-history-background-checks/>

### **Code of Conduct**

UNL has established a Code of Conduct concerning students' rights and responsibilities. This Code of Conduct can be found at: <http://stuafs.unl.edu/dos/code>

### **Probation/Dismissal**

UNL rules apply to students enrolled in the program. The rules outlining the conditions under which students are placed on probation and/or dismissed can be found at: <http://registrar.unl.edu/probationdismissal>

### **Appeal of Academic Dismissal**

Students who are academically dismissed may appeal that dismissal. Those wishing to initiate the appeal should do so as quickly as possible by meeting with an academic advisor or the College Dean's office. This appeal must be filed no later than the end of the first week of classes of the semester immediately following the one in which the student was dismissed.

### **Readmission**

Students who have been dismissed from UNL will be denied enrollment privileges for at least two consecutive semesters (summer sessions count as one semester). A dismissed student may apply for readmission to UNL for the semester or term following the mandatory suspension period.

Readmission is not automatic. Factors that will be considered in determining readmission of dismissed students are:

- 1) Proven academic performance since dismissal (e.g. courses or academic credits earned at other post-secondary institutions).
- 2) Work experiences that have contributed to development.
- 3) Other appropriate experiences that have helped prepare the applicant to resume studies and achieve academic success.

See <http://registrar.unl.edu/probationdismissal>

### **Disciplinary Action**

Any student suspended from the University will also be suspended from the project. A letter will be sent by certified mail to the student following UNL's notification of academic disqualification. If within eight weeks, the student does not respond to the project correspondence, or does not contact project staff by email or phone, the student will be automatically dropped from the program. Project staff will notify the appropriate office (PDP, Office of Indian Education) that the student is no longer enrolled in the program.

**Graduation Policies**

All parking tickets, library fines and printing fees above the printing costs provided to the student each term must be paid prior to graduation.

**Licensing**

Educators who are employed by public schools and who are compensated for their services from public funds must hold a valid license issued by the Nebraska Department of Education. Successful completion enables the college/project to recommend teacher candidates for initial or additional teaching licenses.

For more information please refer to the UNL's Academic Service Handbook at:

<http://registrar.unl.edu/resources/AcademicServicesHandbook.pdf>

For all of the above, see also the ROOTS Project Handbook.